

## COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

**September 25, 2007**  
**Aldermen O'Neil, Lopez,**  
**Smith, Forest, DeVries**

**5:15 PM**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Lopez, Smith, DeVries

Absent: Alderman Forest

Chairman O'Neil addressed item 3 of the agenda:

3. Appeal of the denial of a taxi driver's license.

Alderman Smith moved to enter non-public session under the provisions of RSA 91-A:3 II(c). Alderman DeVries duly seconded the motion. A roll call vote was taken. Alderman O'Neil, Lopez, Smith, and DeVries voted yea. Alderman Forest was absent.

Deputy Clerk Normand advised that the item discussed in non-public was the sole item discussed and there were no other issues brought into the meeting.

No action was taken.

Chairman O'Neil addressed item 4 of the agenda:

4. Purchasing Division Progress Report submitted by Ms. Salomone-Abood.  
*(Note: colored copies forwarded to members under separate cover.)*

Ms. Salomone-Abood addressed the Committee stating things were going very well. You have the progress report before you and I would like to go to my letterhead proposal that was submitted. During the summer we did a number of surveys. One of them happened to be the printing that the City had done or has done through printing companies and one of the common ones obviously was the business stationary. What's not so common about the business stationary is the

number of designs or logos that are out there, the number of vendors that the City is utilizing and also the cost that departments are paying for the services. Due to these findings we are proposing that the city adopt a common logo design so the City is represented as a whole entity, which is what we are. And we also found that there is not a whole lot of dollar savings in doing this but the biggest benefit would be that the City is uniform and we are represented under one logo. Moving forward with that I would like your approval to go ahead and send this proposal to departments to find out what their major issues are under adopting a uniform logo. At the same time we've proposed some logos or new designs that are attached, and we would like to get their input on that and come back to you guys with our findings.

Alderman DeVries stated what I immediately thought of was when tax bills come in, water bills, certified letters coming out of Planning and Zoning for their scheduled boards, if they look like other generic pieces of mail coming out of the city they may not be as opened as readily by individuals and I don't think it is something that you can answer but I guess I'm just waiting to see what departments may see as their concerns when you do go out to them.

Ms. Salomone-Abood responded there are some departments that are included in this because of the nature of their logos, or the fact that they were Enterprise funds. Obviously if they find that this is a better deal for them and they want to come on with us that would be great. That would give the City more volume to work with but there are other things I believe departments are doing like the size of the envelopes that they are getting or maybe verbiage that they are putting on their envelopes that will be important as well.

Alderman Lopez stated I had a small discussion and you are going to go back to the departments and find out why, for example, the Fire Department uses red. What meaning does it have for that particular envelope? Did you look at any departments that do their own envelopes in house as a means of saving money? They just get blank envelopes. I know the Welfare Department does their own and it's in black and white, and it is very good. How many departments in the City do their own?

Ms. Salomone-Abood stated I do have a number I think it was like four or five that are doing their own in-house and of course that's only of the ones that responded to our survey. But I did look at other printing costs using printers or a lot of departments have copiers that are networked versus having it done outside. I didn't include it but I have that cost analysis here also. The only thing that is not included into the printers obviously would be the labor involved, and feeding the envelopes and such into the printer which sometimes can be a real pain, speaking from experience. Also the other thing I found when I was printing business card

examples for you was the rollers are sticking so it left a smudge mark all over the business cards. So, I guess quality is an issue and labor is not included in these numbers as well that I can give to you.

Alderman Lopez asked is it possible as you go through there, and it might be in here, the cost of having color versus black and white for everybody. Whether it be Parks and Recreation uses green, Fire, red, Finance I think uses blue if I recall.

Ms. Salomone-Abood stated actually I found depending on the masters that are made by the printing company if we do a simple logo in black and then when they come in to imprint the specific departments' information they can change that color at that point in time, like on the business cards if Fire Department wanted red, the printing company could bring in the information and they print the person's name in red.

Alderman Lopez asked the difference between having the logo but City Hall on some of the envelopes...

Ms. Salomone-Abood stated that would be a decision of what standard logo everyone wanted.

Alderman Lopez stated the standard being the seal of the City of Manchester being the logo and not the City Hall but then there might be good reason, prestige maybe, showing City Hall so that would be a decision that this Board would have to make. Again, I'd be anxious to see what department heads say about this. I'm sure that they probably have some plusses as to why they do it. I can think of Parks and Recreation because it's green. I know when I was a commissioner they did that.

Chairman O'Neil asked Mindy, did I hear in your comments that not all the departments responded to your survey?

Ms. Salomone-Abood responded no. Attached to the progress report, in it we gave you a spreadsheet for a listing of the surveys or the meetings that we tried to have, and we put what departments did respond and what departments did not respond.

Chairman O'Neil asked were they significant enough where they would change your opinion of what to do moving forward?

Ms. Salomone-Abood responded there was some information that we did gain afterwards by asking questions that would actually increase the volume of, say, envelopes.

Chairman O'Neil stated so something that might be important as this Committee takes a vote that the departments are required to respond to the survey. I'm disappointed to hear that they all didn't. So that will be one action we do. Do I understand, following up on Alderman Lopez's question, if we determine whatever it is, the seal or City Hall, or we determine that there's going to be a standard marking on everything, no matter what department, this is the way it's going to be, changing the color will have no impact on price? Did I understand that correctly?

Ms. Salomone-Abood responded they would have to do...The way that they would do this and we would save money is if they've created masters, which means all the masters would have to be the same. So the logos would all have to be in black or whatever that main logo and maybe the City of Manchester would have to be in that one color. And what would happen is they'd make that master and put it on the shelf. When a department needed a letterhead, they would call up, and they would then go back and imprint the department's information. And at that time that imprint could be a two-color imprint. And regardless of the colors that's involved in that imprint would not sway the charge of the imprint.

Chairman O'Neil stated so the standard imprint could be let's just use the City Seal. That could be blue or black and gold. And then every department could do their own color, but that standard master would be the Seal. Can we get a motion that this Committee supports when Mindy goes back out for a survey that the departments respond to her, and we expect that that information is...

Alderman Smith asked how much would the savings be if it was all centralized with one seal and the different colors. It would take labor work of \$118.46. If you have that seal and everything stays the same. How much would the savings be in the respective departments? Do you know?

Ms. Salomone-Abood responded that's actually attached to the proposal, depending upon what you're talking about. It depends on how many sheets you're going to have printed or depending on how much the City has printed as well, how many masters are originally printed. If you look at this sheet, the letterhead that I did, this is obviously based on the Highway's prices, only because that's what I had concrete to go on. If we did 1,000 sheets at the way that it's normally done, it's \$198 for us. If we did City-wide, 23,000 copies masters, it comes out to \$135, so we just saved \$63 on that 1,000 pieces of paper. And that's just letterhead. That's not including any envelopes or business cards. So it ranges, depending on how much the City creates as masters and then how much the department needs. But that's all attached. I did it all different ways on that proposal for you.

Alderman Smith said thank you. And thank you, Mr. Chairman.

On motion of Alderman Lopez, duly seconded by Alderman DeVries, it was voted that a directive come from the Committee to request that all departments respond to the survey and that Mindy will present at the next meeting of the Committee with an update on it.

Chairman O'Neil asked do you need us to do anything, start considering what it may look like, or do you want to wait till you get all the information?

Ms. Salomone-Abood stated I can either have them give me opinions on what's already submitted or what I proposed in the back of that packet or we can wait until I receive feedback on the original proposal. However you want to go.

Alderman Lopez stated you said in the back of your packet. The packet with the letterhead proposal that you're speaking of? You have three different sheets here. Is that what you're giving them a choice on?

Ms. Salomone-Abood responded yes, the proposed stationery. There are three sheets of letterhead.

Alderman Lopez asked so it's black and white or yellow copy that's what you're speaking of, right?

Ms. Salomone-Abood responded the logo, using the printer, I don't have much choice to change the logo colors. So obviously that would be something that would be in question, whether they'd want to see a color logo, or what changes they'd like to see to the layout, but I'm limited, using our printer and what's available on the D drive for logos.

Alderman Lopez stated okay, fine. You're going to write them a letter anyway, explaining it. Right?

Chairman O'Neil stated and Mindy, just one final question: The more colors in the printing the more the cost is going to be?

Ms. Salomone-Abood responded yes.

Chairman O'Neil asked anything else you want to update us on? I will say I appreciate, and I've checked on and off the link to the Purchasing website. I think it gives a good...Are all the departments participating when...

Ms. Salomone-Abood stated we're chasing a lot of departments. People are calling up and trying to find out information about certain bids that are out there

that obviously are not coming through our department. So that way we do end up chasing departments. The downfall was that departments didn't meet with us so that we could explain it to them.

Chairman O'Neil stated with that, just as a follow-up, so that you're not wasting a lot of efforts, some support by the Committee on that, that they are...that was the intent...that you folks...I don't know if any of you have looked at the Purchasing website, but Mindy has put as much information up there as she can, but not all the departments have provided the information to her, so let's get a motion that departments, if they award a bid, they should notify the Purchasing Division on that.

Ms. Salomone-Abood stated actually, if they put out a bid, we should...

Chairman O'Neil stated ...put out a bid that it all should be...That's all user-friendly for the public to go and the business community to go and look for that stuff.

Ms. Salomone-Abood stated we also have a sign-up, much as the snow emergency, that if we send out a bid, we also send out an email to vendors, and we've gone ahead and sent out an announcement to our vendors that we know of to say, sign up.

On motion of Alderman Lopez, duly seconded by Alderman DeVries, it was voted to inform all departments that if they award a bid, they should notify the Purchasing Division.

Alderman Lopez stated Mindy, could you...I know it's probably hard to do but maybe, when we have meetings, if you could give us a cost-saving bottom line number, since we started the purchasing. Is that possible?

Ms. Salomone-Abood stated I don't see how it is. I can tell you what we've spent. Are you talking about...If are speaking of, say, the WB Mason contract, I can tell you how much the City departments have spent, how much they saved on those items...

Alderman Lopez stated we have an expense for the Purchasing Department. We have two employees. Is that correct?

Ms. Salomone-Abood responded it's under the Highway budget.

Alderman Lopez stated but still it's a Purchasing Department under the Highway budget, which we had an employee. We have an expenditure, and I'm just trying

to see the expenditure versus the savings that we have since we did the Purchasing Department. So maybe there's some way, if the savings is happening in each department as you're coordinating, since we give that authority, how much money did these department save since we started the Purchasing Department? That might be a question that you want to ask.

Chairman O'Neil addressed item 5 of the agenda:

5. Copy of a communication from Alderman Lopez to Committee on Community Improvement requesting the BMA have the Finance Officer, City Solicitor and Bond Counsel (if needed) review the possibility of using Rooms and Meals Tax money in the future for Storm Water Utility/Sidewalks/Streets.

Alderman Lopez stated I brought this to the attention of the Finance Committee and the Committee here and the Accounts Committee during previous meetings. I think that the storm water has been done by State law. I think that there's a procedure for the storm water, so mostly I'm interested in sidewalks and street repair. I don't know if the Finance Officer had an opportunity to make some analysis of the fund balance of 50% going into the Rainy Day Fund. My proposal is, say we have \$10 million into the Rainy Day Fund now, we could probably change the ordinance, after we have some input from the Finance Officer, to put 25% into the Rainy Day Fund and 25% into the sidewalk and street repair. That seems to be a big thing in the master plan. Everybody wants sidewalks in the City, as we all know. I was wondering if the Finance Officer prepared to discuss this tonight.

Mr. Bill Sanders, Chief Finance Officer, stated no, I wasn't prepared to discuss it in detail this evening. I have had some communication back and forth with our outside financial consultant, who is going to be coming to Manchester to meet with me here in the next ten days on this subject. We're looking to really benchmark Manchester against some other cities in terms of what sort of funds they set up, and revenues, and how they use them, to have that input. And I'm hopeful that we'll be in a position, working with the City Solicitor, hopefully by the November meeting, on the outside, to report back.

Alderman Lopez stated when that happens, since I'm the originator of the document, if you could let me know, I'd just like to have some input into it, so they can completely understand the direction and the background on some of the funds. I'm sure you're capable of doing it. I'd just like to have some input into it.

Mr. Sanders responded absolutely. Yes, sir.

On motion of Alderman Lopez, duly seconded by Alderman Smith, it was voted to table this item.

Chairman O'Neil stated I have one item of new business. It's on Manchester communication, from Jennie Angell. She's been working with the Police and Fire Department on their new Intergraph system. I understand there were some early hours today, and I'm glad to see Deputy Burkush and Deputy Simmons here, even though they both were probably there pretty early this morning. She just wanted to go over a couple of items. Intergraph is in the works. It went live this morning at three o'clock. There are little items to work out, but generally speaking, it's going pretty well. But she just wanted to let the Committee know about a couple of things. The new Web Administrator is working out very well. She hopes to have the Data Telecommunication and Application Developer, those positions filled by the middle of October. She's received approval to fill them. The City is negotiating with Verizon to get reduced rates and increased features for the City phone system. That's going on. And finally, she's working with the Building Department on some of the issues we've discussed here about how to make their reporting a little more efficient and less paperwork involved. I just wanted to update the Committee on that.

#### **TABLED ITEM**

6. Communication from Mayor Guinta requesting consideration of the establishment of a Department of Administrative Services.  
(Tabled 01/09/2007)  
This item remained on the table.

There being no further business, on motion of Alderman Smith, duly seconded by Alderman Lopez, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee